



## **Peace Corps-Philippines**

**The United State Peace Corps program in the Philippines seeks qualified candidates for the following key position:**

### **Monitoring, Reporting & Evaluation Coordinator** **(Code: MRE)**

#### **TYPE OF CONTRACT: Personal Services Contract**

##### **Position Summary**

The MRE Coordinator serves as a member of the Programming and Training Unit (PTU) staff and coordinates the monitoring, reporting, and evaluation of all Peace Corps projects and activities in country. He/She will report directly to the Director of Programming and Training (DPT), and collaborate with other members of the Programming and Training team as well as the Country Director.

##### **Major Duties and Responsibilities**

###### **Monitoring, Reporting, and Evaluation:**

- Ensure the effective monitoring, evaluation, and reporting (MRE) of the broad range of Volunteer activities under Peace Corps Philippines main projects: English Education, Child, Youth and Family; and Coastal Resource Management, Peace Corps Response as well as other post priorities.
- Coordinate project reviews, process evaluations, or outcome evaluations as needed, in collaboration with the Program Sector Managers and Project Advisory Committees.
- Lead and coordinate the organization and reporting of project or CSPP data for quarterly and annual reports, social media, or other documents as needed.
- Lead the development and analysis of a range of surveys to gather data for informed decision making, including the annual Counterpart survey.
- Provide technical training and support for Volunteers and Staff on MRE skills such as data collection, use of MRE tools, data quality assurance, data analysis, and reporting.
- Conduct data analysis as requested by PTU staff, DPT, or CD.
- Other MRE support for special initiatives for the Country Director or office as a whole.
- Serve as the MRE point of contact for Post staff, Volunteers, and Peace Corps Headquarters.

###### **Other:**

- Other duties as assigned.

**Required Qualifications:**

- Minimum of a University degree in Social Science, Development, or in any related field.
- Extensive experience in and thorough familiarity with principles and current approaches to monitoring and evaluation of relief and/or development programs using both quantitative and qualitative methods; skilled in collecting, manipulating, synthesizing, and analyzing data
- Experience with project design, project management, and/or small grants management
- Fluency in written and spoken English and Tagalog. Other Philippine languages a plus
- Strong written, verbal, and cross-cultural communication skills, including report writing
- Demonstrated ability to transfer knowledge through training, mentoring, and other formal and non-formal methods
- Detail oriented with sound multitasking and organizational skills
- Professional maturity and good interpersonal skills to work in a team environment
- Self-motivated and able to work without close supervision
- Flexibility and willingness to travel as needed
- Knowledge of word processing, spreadsheets, data entry and analysis packages, and data bases (i.e. MS Word, Excel and/or SPSS)

**Desired Qualifications**

- Experience working with one or more of the following development sectors: education, youth, environment, disaster
- Experience working in an international organization or working with foreigners/Americans

**SALARY AND BENEFITS:**

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

**PROCEDURES FOR APPLICATION:**

**Interested Applicants must submit only two documents:**

**1) Application letter:**

Candidates' application letters must provide detailed written description as to how their qualifications meet the position criteria.

**2) Comprehensive CV:**

Qualifications – education and work experience, citing current and previous duties, responsibilities and accomplishments. Information on the CV must all be verifiable. Application documents would best be in Adobe or PDF file of **not more than 10MB**. Please do not email scanned copies of documents that are not asked for.

Please send your application letter and CV/resume to **[vacancy@ph.peacecorps.gov](mailto:vacancy@ph.peacecorps.gov)**. **NB: All applications are due by Friday, December 12, 2014 by 5pm.** Due to the volume of applications, only candidates meeting the position requirements will be contacted for an interview. Phone calls or email inquiries will not be entertained.